



Little Poppets playgroup is a parent led stay and play group, with volunteers helping to set up and set down the session. Although parents are responsible for their children throughout the entire session, where there is a group of children playing together we need to consider any possible risks.

All risk assessments will be reviewed yearly to ensure they are up-to-date and relevant; however, an assessment will be made if there is an incident not covered in the below.

Risk Assessment

| Activity/ Hazard | Risks | Elimination/ Control methods | Who/ When | Action |
|-----------------------------|--|--|-------------------------------------|--------|
| Start/end of session | Hall being broken into | <p>Volunteers to check when entering the hall that everything has previously left secure and no evidence of a break in, (if this has happened volunteers to contact Chair of Committee, Police, Chair of Parish Council and not to enter any further into the building)</p> <p>Volunteers to ensure alarm switched off at the start of session and switch on at the end, ensure all external doors are secure and lights switched off.</p> | Volunteers | |
| Storage room | <p>Children and parents entering storage room</p> <p>Volunteers injuring themselves while getting resources out/putting away</p> | <p>The storage room will be locked during the session after volunteers have taken equipment out so children and parents will be unable to enter</p> <p>All equipment is to be put away in the storage room with heavy boxes on the ground and lighter boxes/equipment on the next level.</p> <p>Volunteers are to ask for help if unable to lift themselves</p> | <p>Volunteers</p> <p>Volunteers</p> | |

| Activity/ Hazard | Risks | Elimination/ Control methods | Who/ When | Action |
|--|---|--|--|--------|
| Arrival and departure | Children exiting the hall alone Getting fingers trapped in the door | Children will be entering and departing the hall with parents who will stay with them for the entire time. Front door to be closed during session Indoor doors are wedged open during the session, main door is unlocked but closed so parents can enter and leave with children as they wish. | Volunteers Volunteers/P arents | |
| Kitchen | Children entering the kitchen alone Volunteers falling/scalding themselves | Doors with access to the kitchen to be closed during the session unless being accessed by a volunteer Volunteers to be aware of hot water and water on the floor; this to be mopped up immediately. | Volunteers Volunteers | |
| Toy boxes | Falling toys, heavy boxes being moved unsafely, trapped fingers or drops on toes. | Volunteers to handle and move toy boxes, toys will be emptied out before the session in the hall and put to the side. Children and parents are asked to assist with packing away toys at the end of the session. Children should be supervised by their parents when doing so. Boxes to be left at the bottom of the stairs for volunteers to carry up. | Volunteers Parents | |
| Slips and trips within the hall | Children trip or slip on toys left on the floor | Volunteers to mop up any spillages immediately. Toys will be spread around the hall, however volunteers to ensure space to walk through | Volunteers Volunteers | |

| Activity/ Hazard | Risks | Elimination/ Control methods | Who/ When | Action |
|----------------------|--|---|--|--------|
| Toilet Area | <p>Children falling/slipping</p> <p>Toilets being blocked</p> <p>Water from taps too hot</p> | <p>Children will be supervised by parents when accessing the toilet area.</p> <p>Regular checks throughout the session to ensure any water is mopped up.</p> <p>Toilets are checked regularly throughout the session</p> <p>Regulator valve fitted to ensure water is not hot</p> | <p>Parents</p> <p>Volunteers</p> <p>Volunteers</p> | |
| Baby changing | <p>Not being appropriately changed/falling</p> | <p>Parents to change their children. A Changing mat is provided to be used on the floor only</p> <p>Changing mat to be wiped down after use</p> | <p>Parents</p> <p>Volunteers</p> | |
| Food/Drinks | <p>Children with food allergies eating/being offered others food</p> <p>Scolded by hot water</p> | <p>Biscuits, tea and coffee are provided to parents and left on a table in the corner. There are limited snacks for children to be supervised by their parent/carer.</p> <p>Parents are responsible for children's allergies</p> <p>Hot water is provided for teas and coffees, moved far back on the table to ensure children cannot touch this.</p> | <p>Parents</p> <p>Parents</p> <p>Volunteers</p> | |

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|---|--|--|---|--------|
| Crafts | Possible allergic reactions to resources. Consumption of resources/contact with eyes/skin. Spillage of paint causing a trip hazard | Occasional simple crafts will take place. Children to be supervised by parents when completing a craft. Wet wipes to be put out for parents and children to use if paint/other resources gets on skin. Volunteers to mop up any spillages. | Volunteers/Parents Parents Volunteers | |
| Soft play equipment and slide | Falls/trips | Parents to always supervise children on the slide and soft play equipment Volunteers to make sure slide being used properly and only one child using the slide at one time | Parents Volunteers | |
| Riding on bikes, trikes | Knocking other children, Bikes tipping | Limit the number of wheeled toys at any one time. Ensure all wheeled toys are checked over regularly for damage Ensure children are supervised by parents when using toys | Volunteers Volunteers Parents | |
| <p>Completed by Becky Smith Date completed 29/04/2024 Dated to be reviewed April 2025</p> | | | | |